Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Emeritus Faculty Status

a) Brief Description: Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Western Carolina University. Faculty on phased retirement are not eligible for emeritus status until their participation in the program is completed. It is recognized that the bearer of the emeritus title has knowledge and experience from which others in the university may benefit. This resolution determines qualifications, process, rights and privileges.

b) Initiated by: FAC

II. Faculty Senate Action: ☑ approved ☐ not approved ☐ other date: 2/24/2011

Comments:

FS Secretary signature: Laura Wright date 6/27/2011

III. Provost: ☐ for information ☐ Recognition of receipt ☑ for action ☐ approved ☐ not approved

Comments: The graduate emeritus status should be merged into the graduate faculty status document, Section 4.11 of the Faculty Handbook.

Person Responsible for Implementation: Abbie Hyatt (merge w/Handbook), Scott Higgins

Provost signature: [Signature]

III. Chancellor: ☐ for information ☑ Recognition of receipt ☐ for action ☐ approved ☐ not approved

Comments:

Chancellor signature: [Signature]

Once finalized copies will be returned to Annie Green who will scan and distribute electronically to: Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
New Policy

4.11 Status Appointments

B. Emeritus Status

Emeritus faculty status may be awarded to honor a retired faculty member who has had a distinguished professional career and has made significant contributions to Western Carolina University. Faculty on phased retirement are not eligible for emeritus status until their participation in the program is completed. It is recognized that the bearer of the emeritus title has knowledge and experience from which others in the university may benefit.

1. Qualifications

Successful candidates for Emeritus Professor will have had:

a. Permanent tenure and at least ten years of full-time employment at Western Carolina University prior to retirement, although exceptions can be made in extraordinary circumstances.

b. A consistent record of quality performance as demonstrated by one or more of the following: (1) a recognized record of substantial scholarly achievement, (2) a recognized record of outstanding teaching, (3) a recognized record of significant service to the University, the discipline and/or the region.

2. Process

Candidates for Emeritus status prepare a cover letter explaining why s/he deserves Emeritus status, an updated CV, and the Emeritus Faculty Approval Form, available from the Provost’s office. The calendar and process from this point on mimics the process for granting tenure. Candidates desiring Emeritus status submit their CV and cover letter, along with the approval form to the Department Collegial Review Committee. The Department Collegial Review committee then forwards a recommendation to the Department Head, who makes a recommendation to the College Collegial Review Committee. The College Collegial Review Committee recommendation is then forwarded to the Dean, who makes a recommendation to the university Collegial Review Committee. Their recommendation is then forwarded to the Provost, who forwards a recommendation to the Chancellor. The Board of Trustees makes the final decision.
3. Rights and Privileges

Emeritus Professors:
- Will be granted faculty rates/discounts on university events
- Will maintain full library borrowing privileges
- Will maintain their university email account (if requested)
- Will receive documents and communications that are normally received by the full-time faculty including communications from the department, college, and university at large.
- Will be listed in the University catalog and on appropriate university web pages.
- Will continue to receive faculty rates and access to university recreational facilities.
- Will maintain a mailbox in the Department office (if requested and space permits)
- May obtain parking permits at the normal faculty rates free parking permits.
- May march with the faculty, wearing appropriate regalia, in University exercises where appropriate.
- Will receive free athletic tickets
- Are not eligible to hold office or vote in faculty elections

The University’s priority for space and funding must be for those who are current faculty members, but Emeritus faculty who remain professionally active may apply for use of departmental and university resources. If resources are available, Department Heads should make every effort to provide Emeritus faculty with office space and generally available faculty services. Emeritus faculty whose professional service requires University support should develop a statement of goals and objectives with the department head addressing expected activities and the disposition of any funds associated with faculty research or discretionary accounts. These faculty should submit an annual report to the department head documenting their professional activities and achievements that will serve as the basis for decisions related to continuation or changes to their duties and responsibilities.

4. Chancellor Emeritus

The title Chancellor Emeritus may be conferred upon a chancellor at the time of, or subsequent to, retirement from active service at Western Carolina University.

5. Retired Associate
The title Retired Associate may be conferred by the chancellor of Western Carolina University upon any member of the faculty or administration at the time of, or subsequent to, retirement from the university. The Retired Associate shall be considered a member of the academic community with the right to participate in social and cultural activities of the campus, with faculty library privileges, and with any other privileges granted by the chancellor.

C. Graduate Status for Emeritus Faculty

An emeritus faculty member may be considered for graduate faculty status. If approved, they will have all the rights and privileges of a graduate faculty member.

1. Rights and Privileges

Emeritus faculty with graduate status will have all rights and privileges granted to regular members of the graduate faculty, namely “They may teach and have full responsibility for graduate level courses, serve on thesis and dissertation and comprehensive committees.”

2. Term of Appointment

The graduate status appointment will be for a three year term and may be considered for renewal upon recommendation of the department head.

3. Policy and Procedure

Nominations for graduate faculty status are to be made by the department head following consultation with existing graduate faculty in the respective programs. The nominations must include an assessment of the graduate teaching effectiveness of the faculty member. Nominations would be considered by the dean of the college and forwarded to the Graduate Council for recommendation to the Graduate Dean. Following a review and favorable recommendation by the Graduate Dean, the recommendation is forwarded to the Provost for a final decision. Upon approval, the individual’s name will be listed in the Graduate Catalog.